

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Victoria Eaton - Director of Public Health		
Contact person:	Janice Burberry Head of Public Health – Children & Families	Telephone number: 0113 3786025	
Subject²:	To continue to temporarily increase the capacity of the Education, Health and Safety function within the Children and Families Directorate, including, the Leeds Learning for Life Service to support the prevention and management of COVID-19 in Leeds		
Decision details³:	<p>What decision has been taken?⁴</p> <p>The Director of Public Health has approved (due to the global Public Health emergency COVID-19 pandemic) to continue to temporarily increase the capacity of the Education, Health and Safety function within the Children and Families Directorate, including, the Leeds Learning for Life Service to support the prevention and management of COVID-19 in Leeds educational establishments at a total approx. cost of £215,903 from 1st September 2021 to 31st March 2022.</p> <p>Further to the previous Significant Operation Decisions dated 28th October 2020 (D52423) & 29th January 2021 (D52689), funding from the Council's Contain Outbreak Management Fund will be used to continue to fund additional capacity within the Education, Health and Safety function within the Children and Families Directorate, including the Leeds Learning for Life Service given the steep increase in numbers of Covid cases (3rd Wave) among children and young people and the subsequent continued need to prevent, monitor and manage Covid 19 in Education settings. These services will continue to implement and deliver on prevention and outbreak management including supporting establishing testing in education settings.</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

⁴ Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

The approximate total cost to extend these posts from 1st September 2021 until 31st March 2022 is £215,903 and will be funded from the Council's Contain Outbreak Management Fund provided by the Government to locally manage the COVID-19 pandemic. The funding will be transferred based on actual costs on a quarterly basis.

The plan to maintain this increased capacity consists of retaining the following posts:

- 1 fte qualified H&S Adviser, Environmental Health Officer or Public Health Practitioner to promote best Health and Safety practice and respond to Leeds Schools and FE College's queries in order to prevent and manage the spread of COVID-19 (S02). Approximate cost £13,026 (7th December 2021 to 31st March 2022).
- 1 fte Qualified Occupational Health Adviser to support staff in educational settings who have individual risk factors, conduct risk assessments, and ensure staff can safely be in the workplace. Thus reducing transmission of COVID-19 and enabling nurseries, schools and Further Education settings to continue to operate safely (PO4). Approximate cost £26,138 (30th November 2021 to 31st March 2022).
- 1 fte Health and Safety administrator/co-ordinator role to manage an effective process to respond to schools in a timely and prioritised way, communicate and archive the guidance effectively, and triage enquiries (C3). Approximate cost £8,208 (1st January 2022 to 31st March 2022).

To continue to temporarily increase the capacity of the LCC Business Administration service by seconding:

- 1 fte COVID Response administrator role (SO1) to Children and Family Services at SO1 to manage the collation and communication of the DCS alert Covid 19 notifications from educational establishments. Approximate cost £18,608 (1st October 2021 to 31st March 2022).

To continue to temporarily second:

- 3 fte Support and Prevention team members (SO1) to undertake proactive audit work, infection prevention control session planning and social media work with Early Years, Schools and FE settings. Approximate cost £37,258 (1st December 2021 to 31st March 2022).

To continue to temporarily second:

- 1 fte COVID Champion post (PO1) (1st March 2022 to 31st March 2022) and 1 fte administrator post (B3) (7th December 2021 to 31st March 2022) from Leeds Learning for Life team to support and manage the process to enable Early Years settings to effectively manage COVID-19 incidents and outbreaks. Approximate cost for 1 month extension to Champion post is £3,560 and 4 month extension to administrator post is £8,309.
- 1 fte COVID Champion post (SO2) within early years learning

	<p>improvement team to support and manage the process to enable Private and Voluntary Nursery sector to effectively manage COVID-19 incidents and outbreaks. Approximate cost £16,903 (1st November 2021 to 31st March 2022).</p> <ul style="list-style-type: none"> • COVID-19 Coordinator roles Children Residential Care Settings (LCC). Approximate cost £83,893 (1st September 2021 to 31st March 2022) to include the following posts: <ul style="list-style-type: none"> - Registered Home Manager 8 x 0.20wte P05 to update and amend individual homes staffing Rotas for each community home, submit CF50 notices, liaise with advisors (H&S, Occ. Health, PHE, Ofsted Etc.) in response to managing COVID-19 related pressure. Approximate cost £53,323. - Project Support Officer 1 x 0.80wte SO1 – SCP 25 to manage the reports related staffing levels across the community homes, organising & running ongoing recruitment for staffing and causals for critical cover, pre. Planning for induction of new staff. Approximate cost £17,387. - Administration assistant 1 x 0.60wte (B1 SCP 5) at Adel Beck Secure Children’s homes coordinated staffing resource to redeploy to homes, provide returns to regulators required by the secure estate. Approximate cost £8,370. - Youth worker senior support 1 x 0.10wte 52.5%DIR to undertake weekly check ins to discuss and respond to residential pressures related to COVID19. Approximate cost £4,813. - All of the above are existing posts that have been redesigned to enable the service to respond to COVID. <p>Where secondments are agreed for fixed terms, arrangements for backfilling will also be considered where necessary and appropriate. In addition, all those that are seconded for this purpose on a temporary basis will have the right to return to their substantive post.</p> <p>To increase the capacity to effectively manage COVID-19 in education settings as detailed above, the approximate cost of £215,903 will be achieved through LCC internal transfer processes based on actual costs recharged on a quarterly basis from 1st September 2021 to 31st March 2022. .</p> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>The Education Health and Safety Team currently deliver functions around the monitoring, risk assessment and management of infectious disease in the education sector. This service has been required to scale up in order to implement and deliver on monitoring, prevention and outbreak management of COVID-19 as part of the NHS Test and Trace programme announced by the</p>
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	<p>Government on the 27th May 2020. These posts continue to be necessary given the sharp increase in Covid 19 cases among children and young people following their return to education in May 2021.</p> <p>The Business Support team in the Children and Families Directorate have established a system to monitor and communicate educational establishment COVID-19 alerts. The Covid Response, Learning for Life Administrators and PVI Early Years Covid Champions posts continue to be needed to maintain this function given the increase in volume of notifications and complexity of cases. The system provides timely monitoring data and underpins the educational establishments support process.</p> <p>The Learning for Life Service supports early years and school settings to take a whole settings approach to preventing infectious disease including providing curriculum materials and workforce development sessions .and ensuring these settings are health promoting environments. This additional capacity will enable visits to settings and Infection prevention control interactive sessions to continue and face to face support to be provided to ensure staff and pupils are doing all they can to prevent and manage Covid 19. In addition, the health and wellbeing post and COVID-19 Champion posts will lead on the development of curriculum materials and workforce development to enable nursery, schools and further education establishments to enable students to minimise their risk of infection.</p> <p>Additional capacity will enable identification of a dedicated COVID-19 coordinator within LCC Children’s residential care homes who arrange tests, notify of cases, contact trace, and coordinate arrangements to enable children and staff to self-isolate as required. In addition funding will be used to cover additional service costs of managing COVID-19 to ensure staffing can be dedicated to undertaking this work and additional staffing funded to back fill.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>To return to covering the additional workload with the existing staff. However, this was considered non-viable as the numbers of cases continue to increase and it has become clear this robust response is required to keep these settings functioning and maximising their contribution to managing the spread of Covid 19.</p>
Affected wards:	All
Details of consultation	Executive Member for Public Health and Active Lifestyles - Cllr Arif – 23/09/2021


undertaken⁵:	Ward Councillors		
	Director of Public Health Chief Officer – Health Protection & Sexual Health Chief Officer/Consultant in Public Health – Children and Families and CCG Strategic Commissioning Children & Families Directorate		
Implementation	Officer accountable, and proposed timescales for implementation Janice Burberry Head of Public Health – Children & Families Implementation – September 2021		
List of Forthcoming Key Decisions⁶	Date Added to List:- NA		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____		
Publication of report⁷	If not published for 5 clear working days prior to decision being taken the reason why not possible:		
	If published late relevant Executive member's approval Signature _____ Date _____		
Call In	Is the decision available ⁸ for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:		

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁶ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁷ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

Approval of Decision	Authorised decision maker ⁹ Victoria Eaton – Director of Public Health	
	Signature 	Date 23/09/2021

⁹ Give the post title and name of the officer with appropriate delegated authority to take the decision.